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| Position: | Head of Research Services |
| Position Type: | Full-time, 40 hours per week. |
| Salary Range: | Expected starting salary range: \$50,603- 63,260, depending on experience and qualifications. Full annual salary range: (CL28) \$50,603 - \$82,244 |
| Closing Date: | Applications should be received by June 24, 2005 to be assured full consideration.. Anticipated start date August 8, 2005 (negotiable). |
| Location: | Philadelphia, Pennsylvania |

REPRESENTATIVE DUTIES

- Provides and coordinates research services for court legal researchers
- Supervises activities of staff who support the research function
- Develops and conducts library orientations and various training sessions for court legal researchers
- Evaluates and recommends both electronic and print materials for the collection
- Researches and develops exhibits

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited school of library or information science
- Three years of law library experience
- Strong legal research skills; strong analytical, written, and oral communications skills
- Ability to manifest the highest degree of professionalism, discretion, courtesy, and tact at all times due to the substantial amount of interpersonal communication necessary to fulfill the duties and responsibilities of the position
- Applicant must be a United States citizen or eligible to work for the federal government

PREFERRED SKILLS and QUALIFICATIONS

- J.D. degree from an ABA-accredited law school
- At least one year of supervisory experience
- Experience developing training sessions
- Experience with multi-branch library systems and/or off-site patrons
- Knowledge of automated systems and applications useful to law library research and training

APPLICATION PROCESS

Send a resume and cover letter either by email, fax, or regular mail to the following:

U.S. Court of Appeals Library phone: (267) 299-4312
Attn: Sharon S. McGrath fax: (267) 299-5110
1609 US Courthouse
601 Market Street email: sharon_mcgrath@ca3.uscourts.gov
Philadelphia, PA 19106

BENEFITS AND OTHER INFORMATION

Federal court employees are not included in the government's civil service classification. The Judiciary has its own personnel system and salary plan. Benefits include paid annual and sick leave; automatic enrollment in a retirement plan; direct deposit of earnings; optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. As a condition of employment, background checks or investigations are now mandatory for all new employees who are appointed to positions in the federal courts.

The Court of Appeals is an Equal Opportunity Employer